

How to Amend a Conflict-of-Interest Code

The following guidelines are a brief description of the steps that are necessary to amend a conflict-of-interest code. Additional information may be required depending on the specific amendment. Please contact the FPPC at (916) 322-5660 or toll free at (866) ASK-FPPC for assistance if you have questions. The FPPC's website, www.fppc.ca.gov, has available all of the necessary forms and documents to prepare an amendment.

Non-Substantive Amendments

1. Provide a letter or memorandum describing the positions that have been deleted or renamed.
2. Include a copy of the entire code showing the changes in strikeout/underscore format.
3. Include a declaration by the chief executive officer.

Substantive Amendments

1. Prepare the proposed amendment using strikeout/underscore format.
2. Prepare a Notice of Intention and conduct a public comment period. Multi-county agencies must have a 45-day comment period. Other local agencies must follow the city's or county's requirements. Provide a copy of the notice to:
 - a. Members of the public and to each employee affected by the proposed amendment
 - b. Multi-county agencies should also forward the notice to the FPPC.
3. Submit to the code reviewing body the proposed code amendment in strikeout/underscore format. Multi-county agencies must provide the following:
 - a. A declaration by the Chief Executive Officer
 - b. A summary of any hearing, including the names and addresses of any participants
 - c. Copies of all written comments
 - d. Written justification for all changes
 - e. The most current organizational chart of the agency
 - f. Job descriptions of all positions being added or whose disclosure category is being changed
 - g. Minutes of the last two agency board meetings, if applicable.

Example strikeout/underscore format

~~III. PUBLIC WORKS OFFICE~~
MAINTENANCE DIVISION

1. Maintenance Superintendent.....	2
<u>2. Maintenance Supervisor.....</u>	<u>2</u>
2. Asst. Maintenance Superintendent.....	2
3. Senior Equipment Technician.....	3
3. Equipment Services Technician.....	3

- The Public Works Office became the Maintenance Division.
- The Asst. Maintenance Superintendent was reclassified to Maintenance Supervisor.
- The Equipment Services Technician position has been deleted.